

[First Last Name]

[City, State] | [email@example.com] | [Phone Number]

PROFESSIONAL SUMMARY

[Dedicated **School Counselor** with [X] years of experience supporting students' academic, social-emotional, and career development within K-12 settings. Skilled in delivering individual and group counseling, implementing data-informed interventions, and collaborating with teachers, families, and administrators to promote a positive school climate. Adept at crisis response, behavior support, and multi-tiered systems of support (MTSS), with a strong commitment to equity, inclusion, and student advocacy.]

PROFESSIONAL EXPERIENCE

[School Counselor] | [ABC Middle School]

[August 20XX] – [Present] | [City, State]

- [Provide individual and small-group counseling to [~XXX] students in grades [6–8], addressing academic concerns, social-emotional challenges, and behavioral issues using evidence-based approaches such as [CBT-informed strategies] and [solution-focused counseling].]
- [Collaborate with teachers, administrators, and families to design and implement Tier 1–3 interventions within a [Multi-Tiered System of Supports (MTSS)] and [Positive Behavioral Interventions and Supports (PBIS)] framework, contributing to a measurable reduction in office discipline referrals and improved classroom engagement.]
- [Lead classroom guidance lessons on topics such as [bullying prevention], [growth mindset], and [digital citizenship], and coordinate school-wide initiatives including [Red Ribbon Week] and [anti-bullying campaigns] to promote a safe, inclusive school climate.]

[School Counselor Intern] | [XYZ High School]

[August 20XX] – [May 20XX] | [City, State]

- [Supported the comprehensive school counseling program under the supervision of a licensed counselor, conducting intake meetings, administering needs assessments, and assisting with the development of individual student success plans for students in grades [9–12].]
- [Co-facilitated group counseling sessions focused on [anxiety management], [peer relationships], and [college and career readiness], utilizing tools such as [interest inventories], [career assessments], and [goal-setting worksheets] to guide student planning.]
- [Assisted with crisis response, attendance interventions, and referrals to community mental health and social services, maintaining detailed case notes and documentation in [student information systems] while adhering to [ASCA Ethical Standards] and FERPA guidelines.]

EDUCATION

[Master of Education in School Counseling] | [University Name]

[Graduation: May 20XX] | [City, State]

- [Relevant Coursework: Counseling Theories, Child & Adolescent Development, Group Counseling, Career Development, Assessment & Evaluation, Multicultural Counseling, Legal & Ethical Issues in School Counseling.]

[Bachelor of Arts in Psychology] | [College/University Name]

[Graduation: May 20XX] | [City, State]

- [Activities: [Psychology Club], [Peer Mentor Program], [Volunteer Tutor] for local K-12 students.]

SKILLS

Counseling & Student Support: [Individual and group counseling], [social-emotional learning (SEL)], [crisis intervention], [behavioral support], [conflict resolution].

Program & Data Practices: [Comprehensive school counseling program design], [MTSS/PBIS], [needs assessments], [progress monitoring], [data-informed decision making].

Academic & Career Readiness: [Academic advising], [graduation planning], [college and career exploration], [postsecondary planning workshops], [transition support].

Collaboration & Communication: [Family engagement], [teacher and administrator collaboration], [student advocacy], [IEP/504 team participation], [community resource coordination].

Tools & Technology: [Student Information Systems (e.g., [PowerSchool], [Infinite Campus])], [Microsoft Office/Google Workspace], [online scheduling platforms], [virtual counseling tools].

Cultural & Ethical Competence: [Trauma-informed practices], [culturally responsive counseling], [confidentiality and ethics], [ASCA National Model] alignment.

PROJECTS & INITIATIVES

[School-Wide Social-Emotional Learning Initiative] | [ABC Middle School]

[20XX – 20XX]

- [Co-designed and implemented a school-wide SEL curriculum across grades [6–8], aligning lessons with [CASEL] competencies and integrating content into advisory periods and classroom instruction.]
- [Developed staff training materials and brief professional development sessions to support teachers in reinforcing SEL skills, contributing to improved classroom climate survey results.]

[College & Career Readiness Week] | [XYZ High School]

[20XX]

- [Organized a week-long series of workshops, guest speaker panels, and classroom presentations on topics such as [financial aid], [college applications], [career pathways], and [resume writing] for students in grades [10–12].]
- [Collaborated with local colleges, trade schools, and employers to provide information tables and resources, increasing student participation in postsecondary planning activities.]